

PROBUS PARISH COUNCIL

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Minutes of the Meeting of the Finance Committee Meeting of Probus Parish Council on **Thursday, the 9th of November 2023** at **19:00**

Members Present: Cllrs. N Gillard (Chair), A Cook, J Faull, N Glasson, P Quinlan.

Also attending. Mrs Carolyn May (RFO), M Roper (Parish Clerk)

23/F43 Apologies for absence: None.

Cllr Quinlan and Cllr Glasson informed the Council that they need to leave at 20:30hrs due to other commitments

23/F44 Declaration of interests in items on the agenda:

Declarations of Interest Register both registerable and non-registerable under the Code of Conduct (to declare interests on agenda items): Cllr Quinlan declared an interest in the agenda item 10 – being an acquaintance of a former employee.

23/F45 To confirm the record of the finance committee meeting of 7th September 2023 – Cllr Faull proposed to approve the minutes as accurate, **seconded by Cllr Gillard** and **RESOVED**. All in favour. CARRIED.

23/F46 Public Participation (15 mins) No members of the public present

23/F47 To review effectiveness of internal control – The Clerk reported that the last audit check was carried out in September with the nominated officer - Cllr Faull. No issues were identified, and next review to be scheduled before the end of the year.

The RFO requested a copy of the checklist. – **Action Clerk**.

23/F48 RECEIVE the statement of accounts to date and review expenditure to budget- The Clerk circulated reports prior to the meeting. Cllr Gillard advised the committee that this information will be used to review the expenditure line by line at the December meeting.

a. Revenue budget – Cllr Gillard commented that the cash balance looks healthy. However, the available funds would not be sufficient to finance all the scheduled projects if the Council was in a position to do so. The RFO commented that the Council's spending seems to be on target.

It was noted that some of the revenue and expenditure was inflated due to the extra influx of money for the purchase of defibrillators and reimbursement from the insurers for the cost of repairs to the jubilee lamp. It was agreed to remove such items from the budget control sheet for the December meeting for clarity.

Some of the outgoings will also need to be excluded, such as coronation expenses and grants.

b. CIL budget – CIL money is treated as reserves and will be spent against specific projects in accordance with the Regulation 59C. Cllr Gillard added that a resolution to spend from CIL monies should be recorded in the minutes.

c. Earmarked reserves budget. It was noted that the proposed cost of possible projects/works may not be covered by the funds available and should be reviewed. Cllr Gillard also advised that an allocation for grants in 2024/25 should be part of the revenue budget. This was endorsed by Carolyn May from ARBS

Some other areas for revision include S137 funds and the NDP, which will likely need to be financed by a grant.

23/F49 To review fees (cemetery, car park, MUGA)– Cllr Gillard has prepared a briefing note which was circulated prior to the meeting. He advised the members that the council needs to consider what to be guided by when reviewing the rates. Alternatively, the council may choose not to increase the fees at all.

The councillors felt that the MUGA should be generating income and that all users should be charged. It was suggested that a proposal needs to be formulated by the Playing Field Management Committee for consideration.

23/F50 To consider bin emptying fees for 2024/25 as advised by Cornwall Council and resolve to accept if appropriate. The committee felt that the current arrangements for waste collection and bin emptying are inadequate, and the fees are excessive. **Cllr Quinlan proposed, seconded by Cllr Glasson and RESOLVED** that the Clerk should investigate alternative waste management option. Unanimous. Carried.

23/F51 To consider a quote from Cornwall Council for emptying additional bins which are currently managed by the Parish Council litter picker - Discussed together with the previous agenda item.

23/F52 Cllr Gillard proposed to issue a dispensation for **Cllr Quinlan** to remain in the room during the discussion of the following agenda item. **Seconded by Cllr Glasson and RESOLVED.** Unanimous. Carried.

23/F53 To review current costs and identify any potential sharp increase in costing for 2024/25. The Clerk circulated a report with indicating potential high increases in the next year budget, such as the staff costs due to revised NALC pay awards, defibrillators and maintenance/repairs the MUGA & Play area.

The clerk has also advised the council that the former employees of the council are entitled to the backpay following NALC payrate review. It was **proposed** by **Cllr Gillard** and **seconded** by **Cllr Faull** to recommend to the full council that the backpay is awarded to the current and ex-employees of the council. Four in favour. One abstained.

20:30 - Cllr Glasson and Cllr Quinlan left the meeting

23/F54 To review the budget for grants, consider and approve timeline and notices for grants application process. The clerk updated the committee that she had received EOI from Probus News and PTA. **Cllr Gillard proposed** to extend the current deadline for the receipt of

expressions of interest until the end of November. **Seconded by Cllr Faull and RESOLVED.**
Unanimous. Carried

23/F55 To review and update progress against the parish workplan. – An updated version of the parish workplan was issued with the agenda for Cllrs to consider. It was agreed to review the workplan before the next meeting in December. ***Cllr Gillard to prepare a briefing note for the workplan review prior to the next meeting.***

23/F56 To review and identify additional funding options to cover potential shortfall. – It was agreed that this need to be done in conjunction with the workplan review. A briefing note is needed on the Roseland & Trust Community Area Partnership role in considering applications for funding from the, Community Levelling Up and Good Growth funds that are available.

23/F57 CONSIDER budget recommendations and precept proposals. – Agreed to defer until next meeting.

23/F58 To consider future agenda items:

Future agenda items:

1. Workplan review 2024/2025
2. Budget review and precept proposals for 2024/25
3. Review of additional funding options for 2024/25

The council reviewed the future agenda items and made no amendments.

The meeting closed at 21:40hrs

Chairman

Nicholas Gillard

14th December 2023